

# Assistant Medical Cover Letter

6911 Zboncak Meadows Port Vance, NY 40233

**Dear Shae Stokes,**

I am excited to be applying for the position of assistant medical. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for guidance for CMT strategy and direction for the CMT physician team, including strategy for terminology in Master Files.

Please consider my qualifications and experience:

- Knowledge of sterile technique and handling of infectious waste
- Able to work in spite of frequent interruptions
- Current CPR from American Heart Association
- Medical Assistant certification or diploma
- Arrhythmia knowledge strongly preferred
- Graduation from a Medical Assistant Program or an equivalent combination of education and experience is necessary
- Experience with clinic medical office or other Ambulatory Care setting
- Competence in venipuncture, EKGs, computer usage, telephone etiquette and other office procedures

**Thank you for your time and consideration.**

Sincerely,

Max Rippin